Description: The Registrar reports directly to the Provost. The Registrar manages staff within a dynamic institution that provides a proficiency based education to both traditional and online undergraduate students. This position requires a unique combination of strong leadership, technical, and interpersonal skills. The Registrar must create and maintain collaborative working relationships with institutional leadership, faculty, and staff and support University programs and policies as established by federal, state, administrative, and academic entities. The Registrar acts as a central communication resource for academic and policy information related to student records management. The Registrar is responsible for the maintenance and integrity of the academic record.

Responsibilities:

- Oversees all operations in the registration process (record creation, course schedule building, classroom assignment, final exam scheduling, grade processing, transcript issuance, and student enrollment verification)
- Oversees all operations in the transfer credit process and prior learning credit process (evaluation of transcripts, posting of credit, processing and building of transfer credit rules in Peoplesoft)
- Responsible for the development of the Academic Calendar, updating of the Registrar’s Office web site, and assists with the development and publication of the University Catalog.
- Responsible for beginning of term processing in Peoplesoft (building of terms and sessions, term activating students, and assigning student appointments)
- Responsible for end of term processing in Peoplesoft (repeat/replace processing, academic action processes, communication with students related to academic actions, and Dean’s List processing)
- Responsible for enrollment and degree reporting to the National Student Clearinghouse
- Establishes and maintains collaborative and effective working relationships with a diverse group of leaders across the University, across the University of Maine System and with peers at other universities.
- Serves on various University committees and advisory groups
- Serves on various University of Maine System committees most notably the UMS Registrar Group and UMS Transfer Officer Group
- Develops, evaluates, interprets, and enforces departmental, University and University of Maine System policies, procedures, and strategies relative to the University’s and University of Maine System’s academic mission
- Manages the fiscal affairs of the department, including budget development and priorities; exercises direct fiscal control over the approved budget
- Directs the activities of clerical staff; determines major personnel decisions including staffing needs, such as hiring and firing; supervising the selection, training and evaluation of staff
- Enforces the provision of the Family Education Rights and Privacy Act (FERPA) and acts as the University’s chief compliance officer for FERPA.
- Enforces compliance with Undergraduate Catalog requirements as they pertain to the Registrar’s Office
• Complies and stays current with relevant rules and regulations of the National Collegiate Athletic Association (NCAA) and certifies that all student athletes are eligible to participate
• Provides technical leadership for the University’s System of Record, Peoplesoft; participates in the evaluation of a variety of 3rd party software packages that connect to and/or integrate with Peoplesoft
• Participates in Commencement activities; certifies all student record documents related to degree completion and produces diplomas
• Provides Institutional Research assistance for IPEDS, the Common Data Set, US News & World Report, Petersons, the Princeton Review, and NEASC Annual Report

Qualifications: Bachelor’s degree with progressive experience in a registrar/student services functional capacity within a higher education institution.

• Ability to deal effectively with University faculty, students, administrators, and staff, as well as various outside organizations and agencies in enforcing key University academic policies
• Experience, background, and/or demonstrated knowledge in competency-based education and transcripting, including extended transcripts
• Experience in working with high education-high school dual enrollment/ dual degree programs
• Strong interest in being an advocate for both faculty and students through direct and indirect interaction; ie procedural and systems development
• Excellent communication, leadership and organizational skills
• Experience managing complex records systems and computer systems development in a registrar’s office or admissions office (specific experience with Peoplesoft preferred)
• Successful supervisory experience in a people-oriented environment
• Excellent technical, analytical, and problem-solving skills